

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 013-004

OPEN TO: All Interested Candidates

POSITION: Agricultural Specialist, Training level
FSN-9*, FP-5

OPENING DATE: February 18, 2013

CLOSING DATE: March 8, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 50,043 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)

*Ordinarily Resident: US\$ 43,586 p.a. (Starting salary)
(Position Grade: FSN-09 pending final confirmation)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Department of Agriculture South Africa is seeking an individual for the position of Agricultural Specialist for the Foreign Agricultural Service (FAS) U.S. Department of Agriculture offices in Luanda (USDA).

BASIC FUNCTION OF POSITION

The duties are wide-ranging to include: manage and track food aid agreements with government and private sector, provide assistance and advice to host country government agencies. Incumbent will coordinate USDA efforts in whole-of-government initiatives such as Feed the Future and the National Export Initiative, assist USDA Cooperators. Coordination will include implementation of activities, collection and analysis of agricultural production and trade data, preparation of FAS reports on agricultural issues in Angola and reply to inquiries from U.S. exporters concerning market conditions and import regulations. Position will develop and maintain a wide range of working contacts, including senior level officials in the government and private sectors of Angola; and will track, analyze, and respond to sanitary and phytosanitary issues, to include food safety, that may affect trade in agricultural products. This position is established in the

Economic Section of US Embassy in Luanda with primary oversight by the officers of the Foreign Agriculture Service, located in Pretoria, South Africa.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office of U.S. Embassy Luanda. Contact 222-641-161 or 222-641-284.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education

Bachelor's degree, or the local country equivalent, in agricultural economics, or economics, or agronomy, or animal science or agricultural extension, law, international relations, languages, or science is required.

2. Required Experience

3-5 years of progressively responsible experience in a position related to agriculture with an understanding of the economy in Angola and the Southern African region are required. Or demonstrated experience of significant responsibility such as business development, designing, monitoring and evaluation /or project management) with a Non Government Organization (NGO) will be considered.

3. Required Language

Level III fluency in speaking/reading/writing English are required.

Level IV (fluency in speaking/reading/writing) Portuguese are required.

*will be tested

4. Required Job Knowledge

Expert and authoritative knowledge of the agricultural sector in host country. Able to respond to inquiries on a wide range of sensitive and complex interrelated agricultural issues. Broad grasp of the economy in Angola and the Southern African region.

Strong interpersonal communication and negotiation skills. Must be mature, confident, and have the tact and discretion necessary to inspire the confidence and cooperation of Angolan business and government leaders in carrying out a broad range of activities, and gaining information needed for reporting and assisting U.S. exporters. Tact, initiative, resourcefulness, analytical ability, drafting ability, dependability, good judgment, ability to work cordially and productively in a team environment are also important

5. Required Skills

Must be able to travel independently or with Agricultural Minister Counselor and/or attaché domestically and internationally.

Must be able to represent Agricultural Minister Counselor and/or Attaché at meetings or representations.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Officer
American Embassy Luanda
Attention: John Kresge
Av Presidente Houari Boumediene, No. 32, Luanda
Or e-mail: HROLuanda@state.gov

POINT OF CONTACT

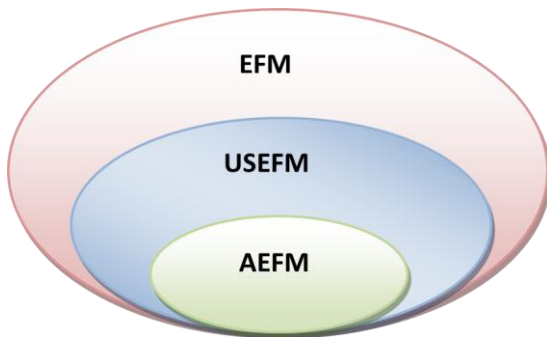
Human Resources Office
Attention: Olga Campos
Telephone: 222 641 161/284
FAX: 222 641 232
HROLuanda@state.gov

CLOSING DATE FOR THIS POSITION: March 8, 2013

The U.S. Mission in Luanda provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References